INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

EDD Serving the People of California

Employment Development Department

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
            PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
            JTPD PROGRAM OPERATORS
            EDD JOB SERVICE OFFICE MANAGERS
            JTPD STAFF

SUBJECT: YEAR 2000 (Y2K) COMPLIANCE STATUS REPORTING

As Y2K approaches, computer applications unable to recognize century and year designations pose a substantial risk of systemwide failure. On August 29, 1997, Information Bulletin B97-35 communicated the state and federal needs for obtaining each Service Delivery Areas' (SDA) status of Y2K compliance. In the attached JTPA Regional Bulletin 9-97, the U.S. Department of Labor (DOL) established a quarterly five step Y2K status reporting system. To date, DOL has been satisfied with the state's high-level assurance of the SDAs' Y2K compliance without individual SDA involvement in this assurance process. However, the state needs to establish a system to oversee the SDAs' Y2K compliant efforts. Additionally, we anticipate that DOL will soon require a full-scale SDA Y2K compliance tracking system.

To this end, the state asks for a quarterly status report outlining Y2K compliance efforts. The status reports are due on March 17, 1998; June 15, 1998; September 15, 1998; December 15, 1998; March 15, 1999; June 15, 1999; September 15, 1999; and November 15, 1999. The SDAs should report on the attached U.S. Department of Labor's JTPA Systems Year 2000 Status Report. The status report should be mailed to the Job Training Partnership Division (JTPD) at the following address:

JTPD Year 2000 Team
State of California, EDD
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

To avoid workplace and processing malfunctions, SDAs need to assess the potential risks to their systems. The systems review should identify affected applications and develop an implementation plan to complete the conversion and systems renovation with certified Y2K hardware and software. At a minimum, this assessment requires an analysis of both hardware and software which process basic financial and participant reporting, payroll, underlying operating systems, and basic office software. Also, the SDAs should investigate potential legal and procurement ramifications concerning Y2K compliance. Additionally, the SDAs should require their subreceipients to review for potential Y2K risks. In the risk assessment and implementation portion of their status

reports, the SDAs should include any potential reporting risks from non-compliant subreceipient computer systems.

/S/ BILL BURKE
    Acting Assistant Deputy Director

Attachments not available on Internet. To obtain a copy, e-mail JTPD at JTPDLIB@EDD.CA.GOV (subject line should read: "Attachment") or contact Gia Valla at (916) 654-7686.

1. Year 2000 Compliance by State and Substate Delivery Systems